

# Create a webcasting event - Theming

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 This article is designated for administrators.

## About

This article describes how to create a Webcasting Event.

 This guide demonstrates the Theming Feature Set. For the setup guide, check out [Theming module](#).

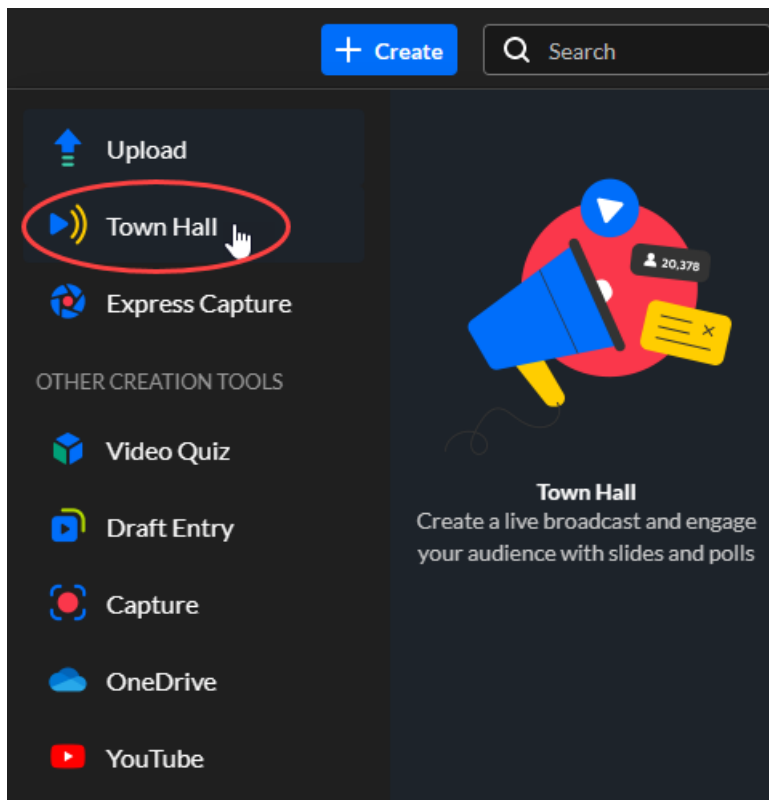
## Getting Started

When you create a webcasting event, you will need to schedule the date and time for the event and design an entry page dedicated to the event.

The Webcast Event page serves as an initial information repository for the event and when the time comes, a landing page for streaming the event and archiving it. The Webcast Event page may be edited several times and be assigned different levels of privacy so that you can work on it privately and choose when to share or make the event public.

### To create a Kaltura Webcasting Event

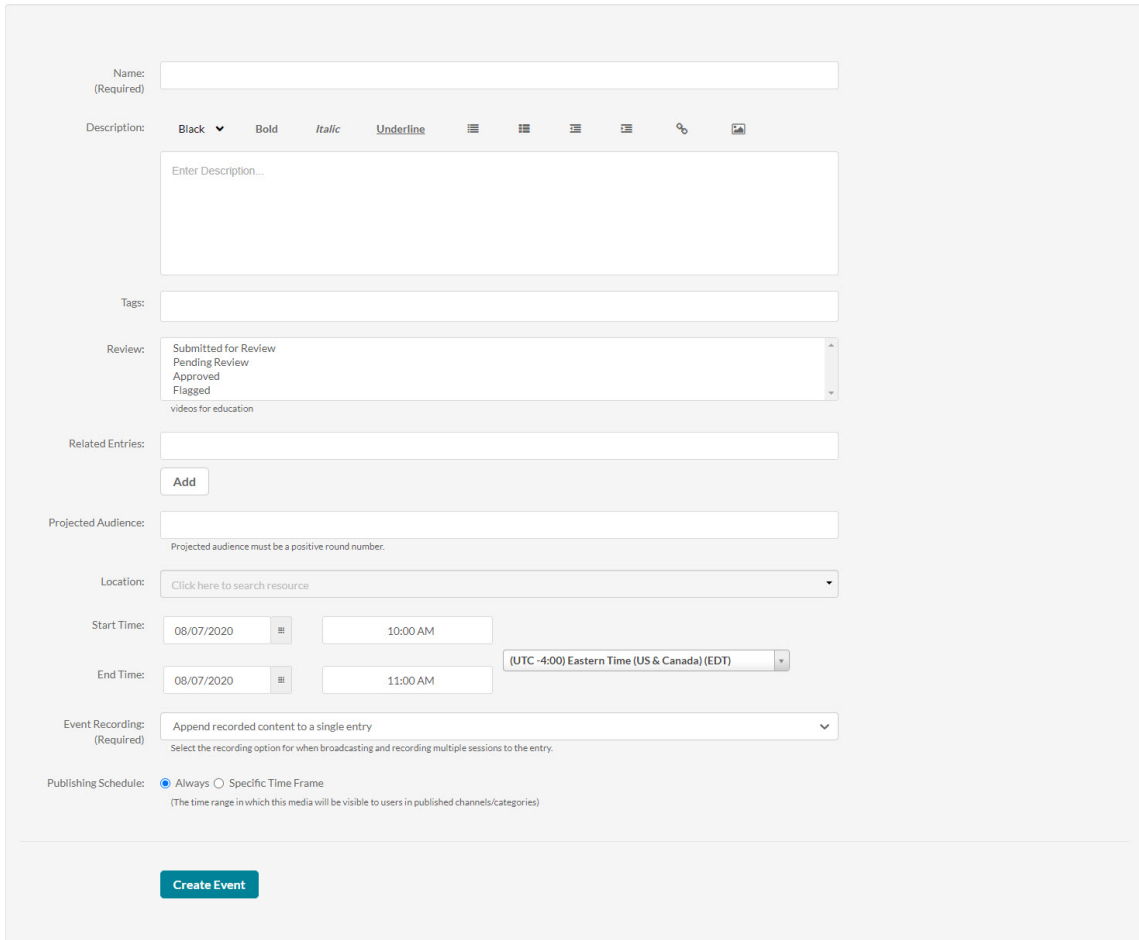
1. Log in to **Kaltura MediaSpace** or follow the instructions for login provided by your system administrators.
2. Select **Town Hall** from the **+ Create** menu.



⚠ If the Theming Feature Set is not enabled on your account, and you are running the Kaltura MediaSpace V2UI, select Webcasting Event from **Add New** pull-down menu.

The **Schedule a Webcast Event** screen is displayed.

## Schedule a Webcast Event



### 3. Enter values for the following fields to describe the event.

- a. **Name** (Required) - used and displayed in the event page Webcasting created for each event
- b. **Description** - used and displayed in the event page Webcasting created for each event.  
You can use the editing tools in the description area to apply basic formatting to the text and include hyperlinks and images.
- c. **Tags** - use to apply metadata to the event to make it easier to catalog and search.
- d. Select a review option -
  - a. Submitted for Review
  - b. Pending Review
  - c. Approved
  - d. Flagged
- e. Related Entries - use to display related entries for the webcast
- f. Projected Audience - estimated number of audience members
- g. Select a location for the webcast

- h. Select the **Start Time** and **End Time** - make sure to include enough buffer in case the event continues beyond the allotted time.  
Event duration must be less than 24 hours. If the allocated time exceeds 24 hours, an error message will display notifying that.
  - i. Select the **Time Zone** from the drop down menu.
  - j. Select an **Event Recording** option from two options:
    - a. Append recorded content to a single entry - each time a broadcast session finishes the content the recording of the session will be added to the entry content thus making one long recording.
    - b. Export on each broadcast to VOD entry - once a broadcast finishes the recording will automatically be archived and a new VOD will be created. If slides were used during the broadcast they will also be migrated as part of the archiving process, [see here](#) for more information.  
**Event Recording option cannot be updated once the webcast has been created.**
  - k. If the [Registration Module](#) has been enabled in the KMS Admin, then you can configure in the Add Registration dropdown which registration form will be used for the webcast
  - l. Select a Publishing Schedule
    - a. Always
    - b. Select the time range in which the media will be visible to users in the published channels/categories
4. Choose Publishing Status (Note that if Publishing Status *unlisted* is not enabled on your instance, the Publishing Status section does not display at all and your entry is set to Private. The privacy level of the event can be changed at a later time.)
- a. Private - Media page is visible to content owner only.
  - b. Unlisted - Media page is visible to anyone with a link to the page.
5. Click **Create Event**. You are redirected to the Edit Webcast Page where you can edit the event's settings.

[← Back to Media Page](#)

## Test Event ABC



**Basic Info**

Creator: [Redacted]

Owner: [Redacted]

Media Entry ID: [Redacted]

Media Type: Webcast/Live

Publish Status: Unlisted

Creation Date: 32 Minutes ago

Updated Date: A moment ago

Event Date: Saturday, February 6th 2021

Event Time: 12:00 PM to 1:00 PM EST

[Add to Calendar](#) [Download Webcasting App](#)

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Name:

Description: Black Bold Italic Underline ☰ ☰ ☰ ☰ 🔗 🖼️

Tags:

Faculty ID:

Course ID:

Video Type:

Calendar Reminder:

Projected Audience:   
Projected audience must be a positive round number.

Location:

Start Time:

End Time:

Event Q&A:

[Save](#)

[Go To Media](#)

[Delete Entry](#)

- If you would like to publish at this time, click the Publish tab, then under Publishing Status, click the Published radio button. The media page will be visible to individuals according to entitlements on published destinations. It will also display in the MediaSpace Events page. Make your selections in the Publish in Category and Publish in Channel tabs, then click **Save**.

Publishing Status:

- Private** - Media page will be visible to the content owner only.
- Unlisted** - Media page will be visible to anyone with a link to the page.
- Published** - Media page will be visible to individuals according to entitlements on published destinations

**Publish in Category**   Publish in Channel

Moderated    Open    Private    Restricted    Shared Repository

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**Save**

For more information on editing the event, see [Editing a Webcasting Event](#).